



## **CASHIER**

The Embassy of the United States of America, Wellington is seeking an individual for the full time position of Cashier.

This is an opportunity to work within a small and supportive team of finance professionals. As the Embassy Cashier, you will be responsible for the receipts, disbursements, examination, safekeeping, accountability and replenishment of funds.

To be considered for this role you must have completed secondary school, in addition to having a minimum of three years work related experience in technical/clerical accounting or bookkeeping. You will also have knowledge of the local banking procedures relating to deposits and check accounts, and good knowledge of MS Office applications, including the ability to work Excel spreadsheets is essential.

Your strong customer service skills are based on your ability to be highly organized and manage your time well. Having well developed communication skills will enable you to maintain effective working relationships.

The starting salary for this position is NZ\$48,261 gross per annum.

*All employees of the US Government are required to complete full medical and security background checks.*

A copy of the full job description and person specification is available at [http://newzealand.usembassy.gov/job\\_opportunities.html](http://newzealand.usembassy.gov/job_opportunities.html)

For further information or to apply for this position, please forward correspondence to:

HR Specialist  
Embassy of the U.S.A.  
P.O. Box 1190  
WELLINGTON  
Email: [Wellington.HR@state.gov](mailto:Wellington.HR@state.gov)

**Applications close at 5pm on Thursday, 18 August 2011.**